



PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT SAFETY POLICY

POLICY NUMBER: 22	DATE: November 24, 2000
TITLE: ASSURED EQUIPMENT GROUNDING CONDUCTOR PROGRAM	APPROVED BY: Katherine Boxer Latipow

22-0. TABLE OF CONTENTS

TABLE OF CONTENTS	1
REFERENCE	1
PURPOSE	1
POLICY	1
DESCRIPTION OF THE PROGRAM	2
RESPONSIBILITIES	2
Department Director	2
Division Manager	2
PROCEDURES	2

22-1. REFERENCE

Title 8, California Code of Regulations, Division 1, Chapter 4, Subchapter 5, Group 1, Article 13, Section 2405.4

22-2. PURPOSE

- (a) To establish and implement an assured equipment grounding conductor program covering all 120-volt, AC, single-phase, cord sets, receptacles which are not a part of permanent wiring of the building or structure; and,
- (b) Equipment connected by cord and plug which are used by employees.

22-3. POLICY

- (a) It is the policy of the Parks, Recreation and Community Services Department that every cord set, receptacle, and cord and plug operated equipment be tested at intervals not to exceed three (3) months.

ASSURED EQUIPMENT GROUNDING CONDUCTOR PROGRAM

Page 2

November 24, 2000

- (b) It is the policy of the Parks, Recreation and Community Services Department that supervisors shall not make available or permit the use by employees of any equipment which has not met the requirements of this policy.

22-4. DESCRIPTION OF THE PROGRAM

The assured equipment grounding conductor program is designed to protect employees from the electrical hazards associated with improper grounding.

22-5. RESPONSIBILITIES

- (a) Department Director
 - (1) *The Department Director* will authorize such commitment of resources as is necessary to carry out this policy.
 - (2) *The Department Director* will require accountability of all subordinates for the implementation and maintenance of this policy.
- (b) Division Manager
 - (1) *The Division Managers* will require accountability of all subordinates for the implementation and maintenance of this policy.
 - (2) *The Division Managers* will identify or cause to be identified all employees subject to this policy and will mandate their compliance. This includes orientation of new employees.
 - (3) *The Division Managers* will designate one or more qualified persons to implement this program.

22-6. PROCEDURES

- (a) Each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug including those which are not required to be grounded, except cord sets and receptacles which are fixed and not exposed to damage, shall be visually inspected before each day's use for external defects, such as, deformed or missing pins or insulation damage, and for indication of possible internal damage. Equipment found damaged or defective shall not be used until repaired.

ASSURED EQUIPMENT GROUNDING CONDUCTOR PROGRAM

Page 3

November 24, 2000

- (c) The following tests shall be performed on all cord sets and receptacles which are not a part of the permanent wiring of the building or structure, and cord- and plug-connected equipment required to be grounded:
- (d) All equipment grounding conductors shall be tested for continuity and shall be electrically continuous.
- (e) Each receptacle and attachment cap or plug shall be tested for correct attachment of the equipment grounding conductor. The grounding conductor shall be connected to its proper terminal.
- (f) All tests shall be performed:
 - (1) Before first use for newly acquired equipment;
 - (2) Before equipment is returned to service following any repairs;
 - (3) Before equipment is used after any incident which can reasonably suspected to have caused damage (for example, when a cord set is run over); and,
 - (4) At intervals not to exceed three (3) months.
- (g) Receptacles, cord sets and cord- and plug-connected equipment passing the tests required above shall be identified. Identification may be made by means of logs, color coding or other effective means, shall be maintained until replaced by a more current identification, and shall indicate the last test date and the name or initials of the person conducting the test. Test data shall be readily available to the Division of Occupational Safety and Health and affected employees.